

**Bureau for Private Postsecondary and Vocational Education**

400 R Street Suite 5000, Sacramento, CA 95814-6200
P.O. Box 980818, West Sacramento, CA 95798-0818
(916) 445-3427
www.bppve.ca.gov



**Please deliver to the school official responsible for completing the
2004 Annual Report for BPPVE**

Notification of Requirements for the 2004 Annual Report

Delinquent institutions may be subject to disciplinary action by the Bureau

September 7, 2005

Dear School Administrator:

Every year, each approved institution, via its main site, is required by California Education Code section 94808 to submit an Annual Report on a date designated by the Bureau for Private Postsecondary and Vocational Education (Bureau). This year, the 2004 Annual Report is due on **October 14, 2005**.

All approved, main institutions are required to compile and consolidate Annual Report data for the main site, branch and satellite locations, then complete and submit only **one** 2004 Annual Report. Institutions are encouraged to download the Annual Report packet, using Adobe Acrobat, directly from the Bureau's Web site at:

www.bppve.ca.gov/annual_reports/annual_reports.htm

Simply scroll down the page to ***2004 Annual Reports*** to locate and print the required instructions, forms, and "Notice of Collection of Personal Information," also known as the Privacy Act Notice.

As part of the 2004 Annual Report packet, please note that the "Approved Programs List" enclosed with this Notification is an aid to completing the Annual Report. Be sure to keep this List as it contains program information specific to your institution and will be the only copy mailed.

As an option, the 2004 Annual Report packet is also available on compact disc (CD) for \$5.00 each. The CD consists of the following materials and *bonus* features:

1. 2004 Annual Report Instructions
2. Financial Information - Form #2004-1
3. Educational Programs Reporting, Degree - Form #2004-2a
4. Educational Programs Reporting, Non-Degree - Form #2004-2b
5. Program Completion Rates and Placement Data Reporting, Article 7,
Maxine Waters Student Protection Act - Form #2004-3
6. Attestation/Signatory - Form #2004-4
7. Notice of Collection of Personal Information (Privacy Act Notice)

BONUS FEATURES

8. Directory of Approved Degree Institutions
9. Directory of Approved Non-Degree/Vocational Institutions
10. Directory of Registered Institutions
11. Directory of Religious Exempt Institutions
12. Directory of Title 38 (Veterans) Approved Institutions
13. The Private Postsecondary and Vocational Education Reform Act (revised on January 1, 2005)
14. Regulations Relating to Degree and Non-Degree Institutions

*To purchase the 2004 Annual Report CD, return the enclosed order form or send a written request to the Bureau. Make checks or money orders payable to: "**BPPVE/2004 AR CD.**" No cash or credit cards will be accepted.

Institutions that did not receive hardcopies of the Annual Report packet from the Bureau or do not have access to the Internet, Adobe Acrobat or a CD player may contact the Bureau at the phone number below to request hardcopies.

Please note that the Bureau will be physically moving to the following location in mid-December 2005: Bureau for Private Postsecondary and Vocational Education; 1625 North Market Street; Sacramento, CA 95834. If you need assistance or have any questions, you may telephone the Annual Report Help Line at (916) 322-1958.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Ward".

BARBARA WARD
Bureau Chief

Enclosures